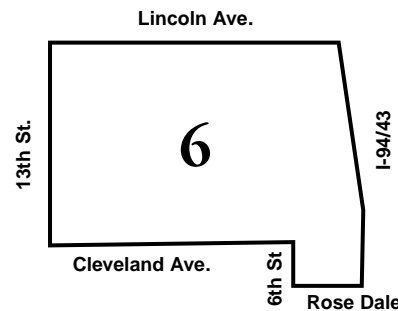
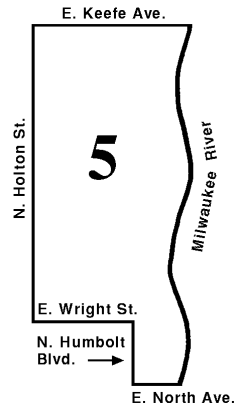
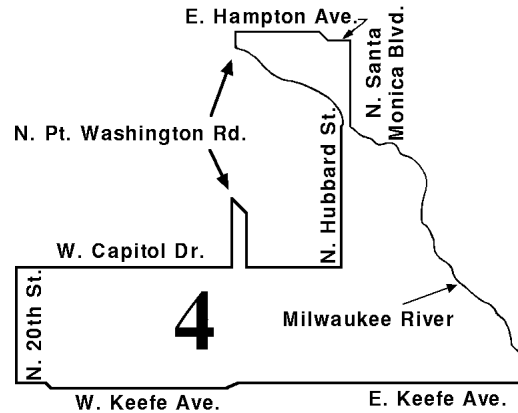


Six areas required to file  
Code Compliance Form on  
ALL 1 & 2-Family property.



**NOW ON THE  
INTERNET!**  
**Information about  
Milwaukee  
Property!**



- OWNERSHIP • TAXKEY NUMBER
- ASSESSMENT • YEAR BUILT • LAST CONVEYANCE DATE • LOT SIZE • ZONING CODE
- TOTAL SQUARE FOOT FLOOR AREA
- 1ST FLR AREA • STORIES • DWELLING UNITS
- TOTAL ROOMS • BEDROOMS • BATHS
- HALF BATHS • CENTRAL AIR CONDITIONING
- BASEMENT • FIRE PLACE • GARAGE TYPE

ALL of this information is available on the  
**INTERNET** at this address (all in lower case):  
<http://www.milwaukee.gov>

Select the **Property Information** button and  
enter the address!

## **FREE Landlord Training Classes!**

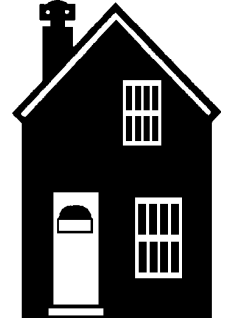
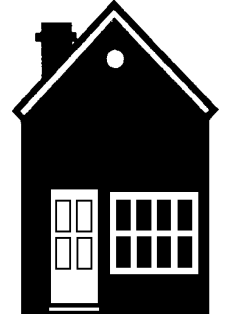
**Learn to use a process that is  
legal, simple, and fair.**

### **Benefits**

- A stable, more satisfied tenant base.
- Increased demand for rental units with a reputation for active management.
- Lower maintenance and repair costs.
- Increased property values.
- Improved personal safety for tenants, landlords and managers.
- Peace of mind that comes from spending more time on routine management and less on crisis control.
- More appreciative neighbors.

Call **286-2954** to register!

# **CERTIFICATE OF CODE COMPLIANCE**



## **A Guide to Common Questions about the Requirements**



City of Milwaukee  
Department of  
Neighborhood Services  
841 N. Broadway RM105  
Milwaukee, WI 53202  
(414) 286-3838

# CERTIFICATE OF CODE COMPLIANCE



### PURPOSE

- To enhance the quality of life in our neighborhoods.
- To preserve and improve the existing housing stock.
- To effectively enforce the city's building and safety codes.

### WHEN IS A CERTIFICATE REQUIRED?

A certificate is required at the time of sale for all non-owner occupied one and two-family dwellings city-wide and all owner occupied one and two-family dwellings located in the six designated code compliance areas.



### ARE THERE ANY EXCEPTIONS TO THE REQUIREMENT?

Yes. The general exceptions to this requirement are properties:

- 1) Sold to government agencies.
- 2) Held by trustee or other persons acting under the direction of a court.
- 3) Sold to members of the immediate family.
- 4) Already covered under a valid Certificate of Code Compliance.

### WHAT IF I DON'T GET THE CERTIFICATE?

Without the Certificate you may not rent the property after the time of sale. You may also be subject to rent withholding, rent abatement and prosecution if a certificate is not obtained.



### HOW DO I APPLY FOR A CERTIFICATE?

To obtain an application or additional information, contact the City of Milwaukee, Department of Neighborhood Services, Code Compliance

Program at (414) 286-3838. You may apply by mail or at one of the City of Milwaukee Neighborhood Services office located at 841 N. Broadway Room 105 or 4001 S. 6th St. between 8:00 am - 4:00 pm. A copy of the application can be faxed to you as well!

### ON-LINE FORMS

All of the forms related to this program, including this brochure, are available on the web at [www.milwaukee.gov](http://www.milwaukee.gov). Click on City Departments, then Neighborhood Services, then DNS Sections and finally Public Information. Acrobat Reader is required to open and print the documents.

The application fee is \$75.00 per residential building. Two homes on the same property (taxkey) will require a single application and fee. If you fail to apply within 15 days of the sale or the transfer of the property, the fee may be added to the property taxes and the required inspection conducted.

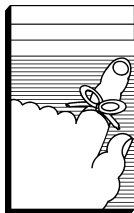


### WHAT HAPPENS AFTER I APPLY

An inspector will check the exterior of the building to determine whether it meets the minimum exterior maintenance requirements of the City's Building Code. If violations exist, an order to correct the violations will be issued. You will be given time to make repairs. If no violations are cited, or when all violations are corrected, a Certificate of Code Compliance will be issued. That Certificate is valid for one year.

**NOTE: IT IS THE DUTY OF THE SELLER TO INFORM PROSPECTIVE BUYERS THAT A CERTIFICATE OF CODE COMPLIANCE IS REQUIRED.**

**IT IS THE ULTIMATE RESPONSIBILITY OF THE BUYER TO INSURE THAT THE CERTIFICATE IS OBTAINED BY EITHER THE SELLER OR THE BUYER.**



**OTHER REQUIREMENTS!**  
**All non-owner occupied property is required to be recorded with the department as well. Properties must be recorded within 15 days of**

**sale or the fee doubles. For details and an application call the Property Recording Program at (414) 286-8569. Forms are available at [www.milwaukee.gov](http://www.milwaukee.gov).**

# SELF HELP LINES

Section	Phone
Boiler Inspection	286-2514
Neighborhood Imp. Dev. Corp.	286-5618
Code Enforcement-Commercial	286-3874
Code Enforcement-Residential	286-2268
Condemnation Inspection	286-2557
Construction Inspection	286-2513
Electrical Inspection	286-2532
Enforcement (court)	286-3860
Environmental Health DNS	286-3538
FAX Broadway	286-5447
FAX Lake Tower	286-3386
Microfilm (DCD)	286-8207
Nuisance Control	286-5771
Permit Desk (DCD)	286-8211
Plumbing Inspection	286-3361
Property Recording Hotline	286-8569
Community Advocates AM	449-4777
Consumer Protection (State)	266-1231
Energy Assistance	906-2800
House Numbers (DCD)	286-5580
Landlord Training Program	286-2954
Licensing	286-2364
Register of Deeds MKE Co.	278-4000
Rent Abatement	449-4777
Rent Assistance	286-5668
Surveys	286-3443
Zoning Questions	286-8210

City of Milwaukee

# Web Page

[www.milwaukee.gov](http://www.milwaukee.gov)